

81-4313

Registry

81-1193

2 June 1981

ODP # 81-722

MEMORANDUM FOR: Deputy Director for Administration
FROM: Deputy Director of Central Intelligence
SUBJECT: Identification of Positions - OCDP

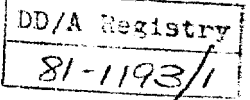
1. In February 1980 we initiated the Opportunities for Career Development Program (OCDP). After a successful inaugural running, I consider this an effective and useful tool to fill vacancies and develop and utilize the skill and talents of our employees. You are again being given the opportunity to identify positions within your respective career service which can profitably be filled by the program. The OCDP Panel will be forwarding specific criteria to assist in the selection of appropriate positions.

2. If you have any questions concerning the program, you may contact your OCDP Panel representative or [redacted] Office of Equal Employment Opportunity, Extension [redacted] Room 5E47, Headquarters.

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[redacted]
B. R. INMAN
Admiral, U.S. Navy



EEO-81-143
4 June 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Chairwoman, Opportunities for Career Development Program

SUBJECT: Opportunities for Career Development Program

1. Pursuant to the DDCI's memorandum of 2 June 1981, you are requested to identify a minimum of ten positions to be filled through the Opportunities for Career Development Program (OCDP) this year. The positions offered must be professional or technical, GS-07 or above, and have career potential beyond the grade of the position. The authorized staffing complement must be able to accommodate the individual at the time of selection. Instructions for preparing OCDP position summaries are attached.

2. As indicated in the revised guidelines each career service will determine what selection mechanism will be used within the career service. To ensure maximum support for the final candidates from your career service, you are requested to include your OCDP Panel representative as an observer in the process.

3. The revised guidelines also indicate that each career service will identify OCDP counselors who will be responsible for providing feedback to applicants from your career service. You may, therefore, want to consider one or more individuals who are involved in your career service process as counselors.

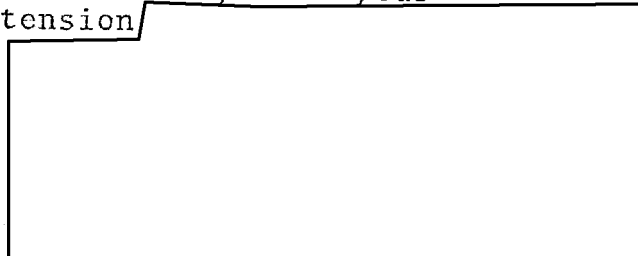
4. Please forward the position summaries via your OCDP Panel representative to the Chairwoman, OCDP, Room 5E47, Headquarters, by 1 July 1981. The names of the individuals

who will participate in your career service applicant review and the OCDP counselor(s) should also be forwarded by 1 July 1981 in order that the Panel will be able to include them in a program orientation briefing at a later date.

5. If you have any questions concerning the program, your OCDP Panel members are available to assist you at your convenience. I can be contacted on extension

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Attachment:
As stated



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INSTRUCTIONS FOR PREPARING OCDP POSITION SUMMARIES

(Note: The OCDP position summaries must be prepared in the following format and include all applicable items.)

POSITION TITLE:
(Title and grade)

OFFICE/LOCATION:
(Office and building)

JOB DESCRIPTION:

(The job description must include the specific responsibilities of the position; the level of immediate supervisor (e.g., branch chief, senior analyst); the position placement in the office career ladder; overtime requirements; shift work requirements; and PCS/TDY requirements.)

QUALIFICATIONS:

(The minimum skills, knowledge, and abilities acceptable; any testing required and minimum acceptable score, if applicable.)

TRAINING:

(Include all internal, external, and on-the-job training generally required.)

MISCELLANEOUS:

(Special requirements essential to the job not listed above.)

CONTACT:

(Name of individual(s) who can respond to position-specific questions.)

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